



Information especially for employers

employer advisor

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Electronic Correspondence— Sign Up Today!



Our secure website allows you to access many commonly used unemployment insurance (UI) letters and forms online rather than waiting for mail delivery.

With electronic correspondence, communication occurs faster, documents are more secure, lost mail is eliminated and mail costs are reduced. As the electronic correspondence administrator, you or your authorized staff can:

- view selected confidential documents
- receive email notification when new correspondence is sent
- submit some forms electronically

Electronic correspondence serves as a tool to effectively and securely manage your UI account.

If you choose not to sign up to receive electronic correspondence, you will continue to receive your documents by mail. The documents will also be available on the website after four days. You can always view your correspondence online without signing up which provides faster access. We encourage you to give it a try!

Reporting Retirement, Severance, or Vacation Pay for Unemployment Insurance (UI) Claimants

To ensure that unqualified UI claimants do not receive improper payments, we rely on employers to provide accurate information in a timely manner when filling out the Official Notice of Claim Filed (Form 606). When an employer fails to do so, more time and money is spent obtaining this information.

Form 606 asks for any vacation, severance or retirement pay paid to the claimant. You may not think this type of information affects you and choose not to report it, but it can have an effect on your overall benefit cost which affects your contribution (tax) rate. When a claimant receives a substantial amount of vacation or severance pay, the claimant could be disqualified for the entire claim or a large portion of the claim. Additionally, if a claimant receives monthly retirement benefits from a base period employer, the claimant may be subject to a reduced benefit amount or none at all.

IMPORTANT INFORMATION TO ALWAYS INCLUDE ON FORM 606:

Date of separation, rate of pay, weekly schedule, gross vacation/ severance amounts, and any gross retirement amounts. Retirement amounts paid in lump sums (e.g., 401k plan) are not considered as retirement pay.



Read the latest on Utah's economy here:



Industry Standard:

Should You be Treating Employees as Independent Contractors?

You may be thinking, "my competitors do it this way, so this is how it is done." However, your competitors' business practices may not follow the Employment Security Act and Administrative Rules. In an audit or investigation, your company may still be held liable if you are treating your workers as independent contractors based on an "industry standard" as opposed to operating under the law.



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Administrative Rule R994-204-301 Independent Contractors Services - states [see also Utah Statute 35A-4-204(3)]:

(1) An independent contractor is a worker who is customarily engaged in an independently established trade, occupation, profession, or business of the same nature as the services performed, and the individual providing the services must be free from the employer's control and direction while performing services for the employer. A worker must clearly establish his or her status as an independent contractor by taking steps that demonstrate independence indicating an informed business decision has been made.

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The independent contractor must be independently established *and* free from control and direction to be excluded from unemployment insurance coverage. Some factors for determining independent contractor status are found under Administrative Rule R994-204-303.

Do not count on your competitors' business practices or an "industry standard" when it comes to the employment security of your business and your workers. Become familiar with the Employment Security Act and Administrative Rules to ensure you are operating under the law and to avoid additional contribution tax, interest, and penalties as a result of an audit or investigation. You may access the most current version of the Statute and Rules at <https://jobs.utah.gov/ui/employer/Public/Questions/UI Laws.aspx>, or call us at 801-526-9235, option 2.

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